

Chapter 1:

Introduction

to PCRS Procedures

Overview

The Payroll Cost Reporting System (PCRS) processes payroll information from the Commonwealth's Human Resources/Compensation Management System (HR/CMS) and sends it to the Massachusetts Management Accounting And Reporting System (MMARS).

PCRS:

- Automates conditional payroll processing by verifying funds availability in MMARS.
- Enables departments to distribute labor costs to multiple accounts and multiple department defined and secretariat defined attributes, and to track those costs in ways that meet their business needs.
- Maintains historical records of detail distributed labor costs which are in sync and in balance with MMARS summary data.
- Reduces labor intensive reconciliation and maintenance by eliminating the need for separate accounting systems within departments.
- Provides the opportunity to join PCRS data with other application data through the Commonwealth's Information Warehouse and enables departments to query that data.

By providing customization options for departments, PCRS combines the benefits of a central system with the advantages of individually designed products.

The Structure of PCRS

PCRS is divided into five subsystems:

- **Rules.** The Rules Subsystem enables departments and secretariats to customize PCRS to meet their individual business needs. Besides making it possible for departments to distribute their labor costs to all MMARS attributes, it enables them to customize field headings and values and to change the appearance of the screens to meet their needs. Rules must be renewed for each fiscal year.
- **Labor Distribution.** Enables departments to create and maintain routine labor distribution work schedules for each employee and to post exceptions for each employee's labor cost accounting distribution. PCRS generates a time log that reflects routine labor distribution information, payroll default schedule information and leave balances for each employee.
- **Funds Availability.** Creates a detailed labor history file, summarizes earnings to MMARS, and performs funds availability and account reassignment processing.
- **Adjusting Transactions.** Adjustments process corrections to prior pay periods and reconcile PCRS dollar balances with dollar balances in MMARS.
- **Information Extraction.** Departments can view predefined information online. In addition, all PCRS data will be available to departments through the **Commonwealth's Information Warehouse**. Departments can use the warehouse to create custom queries and reports and to join PCRS data with data from other applications, such as MMARS and HRCMS.

***How To
Obtain
Training***

PCRS training classes will be scheduled and advertised in the ***OSC Training Catalog***. To obtain further class information or to register for training, contact:

Office of the Comptroller
Department Assistance Bureau
One Ashburton Place, 9th floor
Boston, MA 02108
Phone: 617-973-2303
Email: Registrar@state.ma.us

***Purpose of the
Manual***

The PCRS Procedures Manual is designed for all users responsible for payroll cost accounting and reporting. It offers chapters on: (1) basic computer skills required to use PCRS, (2) information on accessing PCRS, and (3) detailed instructions for each of the five subsystems. Users who are new to PCRS should read this introduction and the basic skills chapters.

NOTE: Basic skills are not repeated in the remaining chapters.

This ***PCRS Procedures Manual*** should be used in conjunction with the ***Commonwealth Payroll Expenditure Policy Manual***, which explains each Commonwealth policy and cites its governing authority and authorizing language.

Both manuals are available on our website at:
<http://www.state.ma.us/osc/>

***How To Get
Help***

Assistance with PCRS procedures is always available. To get help:

1. Check this manual.
2. Ask trained co-workers in your area.
3. Phone the PCRS helpline at: 617-727-5995.